# Missouri Department of Natural Resources
# Data Processing Policy

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| **_Topic:_** Internet Roles and Responsibilities | This Data Processing Policy reviewed and approved |
| **_Item:_** 3 | |
| **_Status:_** Version 1.0 | by: _Original signed by Jeff Staake_ <br> Jeff Staake, Deputy Director <br> Missouri Dept. of Natural Resources |
| **_Updated:_** May 7, 1998 | |
| **_See also:_** Internet Acceptable Use Policy | on: May 15, 1998 <br> Date |

**Introduction:**

It is the policy of this state and the department that records are open to the public unless otherwise provided by law. For additional information on this policy, refer to the _Open Meetings Records Law, Sections 610.010 to 610.028, RSMo (Missouri Revised Statutes)_, and _Administrative Policy 2070 - "Requests for Information (Sunshine Law)"._

The Internet is a resource used by the Department of Natural Resources (DNR) to acquire and disseminate information.

**General Provisions:**

Staff is in place throughout the department to assist with Internet access or electronic publishing. The following roles and responsibilities are to help clarify who staff or the public may need to contact concerning the Internet.

### A. _Departmental Web Team_

Each division is represented on a Department of Natural Resources' Web Team. The team is chaired by the DNR Web Master. The Web Team:

- Recommends policy, standards, strategies and management solutions to the DP Coordinators.

- Reviews and approves applications for the department's Web Site.

### B. _Departmental Web Master_

The department has one Web Master who has ultimate responsibility for the department's Web Site. The Web Master:

- Coordinates submission of new content with the DNR Web Team and Public Affairs Resource Team (PART).

- Serves as liaison between the DNR Web Team and Division Data Processing Coordinators.

- Coordinates policy, standard and procedure development.

- Conducts DNR Web Team meetings.

- Ensures the Web Site is working properly.

- Oversees and coordinates all Web page maintenance.

- Coordinates the overall design and usability of the Web Site.

- Serves as Web Site technical contact to the public.

### C.     Division/Program Content Authors/Owners

Each division or program may have one or more content author(s) or owner(s) who are responsible for the content of their division and/or program Web pages.  This person(s) may also serve a dual role as a division or program Web Maintainer.   Content Authors/Owners:

- Serve as point of contact for the public for issues regarding page content.

- Ensure the information conforms to the DNR Publication Style Manual.

- Coordinate with the Division Information Officer and follow established departmental public information review procedures.

- Ensure information is up-to-date.

### D.     Division/Program Web Maintainers

Each division or program has a designee responsible for maintaining their portion of the department Web Site.  A division or program Web Maintainer may also serve as a division or program Content Author/Owner.  Web Maintainers:

- Serve as liaison between the department's Web Master and all division or program staff.

- Coordinate submission of new content with the DNR Web Team.

- Maintain program or division Web pages.

- Work with staff on the compilation and conversion of departmental data to Internet standards deemed appropriate by the DNR Web Team.

- Assist staff to develop Web pages or Web applications to met published department standards.

### E.     Division/Program Internet Assistant

Each division or program has an Information Resource Manager or designee to assist staff inquiring about Internet access or software assistance.  Division/Program Internet Assistants:

- Assign network IDs and E-mail addresses through coordination with MIS.

- Are responsible for technical infrastructure and operations.

- Serve as point of contact for firewall assistance.